

Contract Renewal Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally notify you that the current contract between [Your Company Name] and [Recipient Company Name], dated [Contract Start Date], is approaching its expiration date of [Contract End Date].

In light of this, we would like to initiate discussions regarding the renewal of our contract. We believe that our partnership has been mutually beneficial, and we are eager to explore the terms of renewal to ensure continued success.

Please let us know your availability for a meeting within the next few weeks to discuss this further.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]